NORTHWESTERN UNIVERSITY
PETTY CASH - PAY-OUT FORM

Date _____ Ext. No. _____

Explanation of Items

	AMOUNT	

Fund	DeptID	Project ID	Act	Program	Account

TOTAL	
$0	00

CERTIFICATION

I certify that this accounting is correct and that I have paid the amounts listed above.

NU Employee Date

APPROVAL

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

Dean or Supervisor Date

INSTRUCTIONS: PLEASE EXPLAIN PURCHASE OR PAYMENT. ATTACH DETAILED INVOICE, RECEIPT OR CASH REGISTER TICKET. OBTAIN SIGNATURE OF EMPLOYEE MAKING PAY-OUT, APPROVAL OF DEPARTMENT HEAD OR DEAN AND REIMBURSE BY DIRECT PAYMENT REQUEST.

Attach receipt here

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